



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

**INTERNAL DEPARTMENTAL TRANSFERS/PROMOTIONS &
SROA or SURPLUS CANDIDATES ONLY
ASSOCIATE ADMINISTRATIVE ANALYST (ACCOUNTING SYSTEMS) OR
ASSISTANT ADMINISTRATIVE ANALYST (ACCOUNTING SYSTEMS)
\$4,316 - \$5,247 (Associate) or \$3,589 - \$4,363 (Assistant)
ADMINISTRATIVE SYSTEMS UNIT
SACRAMENTO**

The California Department of Insurance has an immediate opening to be filled at the Associate Administrative Analyst (Accounting Systems) classification to work in the Administrative Systems Bureau at our Sacramento downtown location. For recruitment purposes, this position may be filled at the Assistant Administrative Analyst (A/S) level.

RESPONSIBILITIES: Under the general direction of the Senior Administrative Analyst (Accounting Systems), this position will be primarily responsible for developing, supporting, and reviewing financial or administrative systems with branch end users. The successful candidate will be performing the following duties:

- Assist in the development of new financial and administrative systems.
- Perform system analysis of implemented financial systems and processes.
- Learn and use ORACLE reporting tools to create special queries/reports against CALSTARS or with existing departmental ORACLE financial based applications.
- Perform detailed CALSTARS maintenance including data control functions.
- Analyze workflow and existing database layouts, and develop interface programs to CALSTARS.
- Assist project teams in the study and development of complex fiscal and administrative systems.

DESIRABLE QUALIFICATIONS:

- Demonstrable experience in developing or reviewing systems processes.
- Experience with CALSTARS or a state agency's accounting system.
- Experience or willingness to do system analysis and development.
- Willingness to learn ORACLE reporting tools and ACCESS.
- Excellent oral, written, and strong analytical skills.
- Ability to work with extreme independence under general supervision.

WHO MAY APPLY: Applications will be accepted from current California Department of Insurance employees at the Associate or Assistant Administrative Analyst (Accounting Systems) level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. **Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, transfer, list eligibility or Training and Development Assignment) on the state application.**

APPLICATION PROCEDURE: Send a completed standard State of California application to Angela Steele, Department of Insurance, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814 – Human Resources. **Please indicate “Associate Administrative Analyst (A/S) #190-5304-004” or “Assistant Administrative Analyst (A/S) #190-5306-xxx” on the State application.** For additional information, please call (916) 492-3433.

FINAL FILING DATE: **Until filled**

NOTE: Interested individuals, including list eligibles, must submit applications by the final filing date in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

pb04/09/03
r10/30/03